



U.S. General Services Administration

GSA Federal Acquisition Training Symposium

April 25 – 26, 2017
Huntsville, AL

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HCaTS Program Delegated Procurement Authority (DPA) Training

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Agenda

- What is HCaTS, and Why use it?
- What is DPA?
- Ordering Process for HCaTS Task Orders
- Things to Remember
- HCaTS Resource Directory



WHAT IS HCATS?

Human Capital and Training Solutions (HCaTS)

- Interagency Partnership between GSA & OPM
- Vehicle for acquisition of Customized Human Capital/Training requirements
- **Two** Multiple-Award IDIQ Contracts for All Federal Agencies

HCaTS (Full and Open)	HCaTS SB (Small Business Set-aside)
(Full and Open) HCaTS	(Small Business Set-aside) HCaTS SB



WHY HCATS?

- Easy to use!
- Comprehensive Customized Solution **(TOTAL)** for Human Capital and Training
- Best in Class!
 - Highly Technically Rated Contractors
 - All awardees determined Responsible (FAR PART 9)
- OCOs have the Maximum Flexibility at TO level
- Unlimited TO Ceiling





WHY HCATS?

- Allows ALL contract types (including Hybrid)
- Allows Commercial or Non-commercial Procedures
- Allows for Classified or Non-classified Services
- Allows CONUS/OCONUS
- Maximizes SB Utilization Goals
- No protest for in-scope TO under \$10 million!
- Direct Agency Ordering and Assisted Acquisition options





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POP of 10.5 Yrs : 5-Yr Base , one 5-Yr Option Period, 6 months extension
(FAR [52.217-8](#))

Pool 1

Max-Order: \$3.45B
Size Standard: \$11M

NAICS	TITLE
611430	Professional and Management Development Training
611699	All Other Miscellaneous Schools and Instruction
624310	Vocational Rehabilitation Services

Pool 2

Max-Order: \$2.3B
Size Standard: \$15M

NAICS	TITLE
541611	Administrative Management and General Management Consulting Services
541612	Human Resources Consulting Services
541613	Marketing Consulting Services
541618	Other Management Consulting Services
611710	Educational Support Services



HCATS CONTRACTORS

HCaTS

Pool 1

- 35 Contractors
- Small Businesses: 5
- VOSB: 3
- SDVOSB: 3
- WOSB: 1

Pool 2

- 44 Contractors
- Small Businesses: 9
- VOSB: 5
- SDVOSB: 5
- WOSB: 2

HCaTS SB

Pool 1

- 10 Contractors
- 8(a): 1
- VOSB: 3
- SDVOSB: 3
- WOSB: 2 , EDWOSB: 1

Pool 2

- 35 Contractors
- 8(a): 5
- HUBZone: 2
- VOSB: 10
- SDVOSB: 9
- WOSB: 6



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SET-ASIDE UNDER HCATS

- Small business set-asides can be done on both HCaTS contracts per OCO's discretion.
- FAR *Part* 19 applies
- Competitive set-asides can be done for following socio-economic:
 1. 8(a) Small Business (8(a) SB)
 2. HUBZone Small Business (HUBZone SB)
 3. Service-Disabled Veteran-Owned Small Business (SDVOSB)
 4. Economically Disadvantaged Women-Owned Small Business (EDWOSB)
 5. Women-Owned Small Business (WOSB)*

*For WOSB and EDWOSB set-asides, check the SBA list for allowable NAICS Codes.



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TASK ORDERS- CONTRACT TYPES

- Fixed-Price-all types
- Cost-reimbursement-all types
 - OCO makes adequacy determination iaw FAR Section [16.104](#)
- Time & Materials
- Labor-Hour
- Hybrids of any contract types (separate CLINs shall be used for each contract type)



HCATS LABOR CATEGORIES (LCATs)

- 84 LCAT mapped to 21 OMB Standard Occupational Classification (SOC)
- LCATs Pricing **ONLY** exist for **Sole Source T&M/L-H** task orders/CLINs
 - *OCO can request Contractor's LCAT pricing from HCaTS-CO
 - *Pricing is primarily based on Competition
- All other labor categories are considered ancillary
 - *See HCaTS Contracts- Sections B.3 & C.3.2
- Pricing Fair & Reasonable determination is done iaw FAR 15.4





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HCATS- SCOPE

Three Key Service Areas (KSAs)

KSA 1

Customized Training and Development Services

KSA 2

Customized Human Capital Strategy Services

KSA 3

Customized Organizational Performance Improvement



HCATS- SCOPE

KSA 1

Customized Training:

Example Requirement:

Develop curriculum & provide training in-person/virtual courses, seminars, webinars, & workshops

Customized Development Services:

Example Requirement:

Design, develop, implement, & evaluate effectiveness for: leadership program, executive seminar series, coaching, supervisory training, & program for aspiring leaders

HCATS- SCOPE

KSA 1

Customization
Steps



HCATS- SCOPE

KSA 2

Customized Human Capital Services:

Covers broad range of human resources services:

- Talent Management
- Human Capital Management
- Integrated Business Management
- Change Management
- Performance Management
- Employee Value Proposition
- Knowledge & Competency Management

HCATS- SCOPE

KSA 2

Customized Human Capital Services:

Example Requirement #1:

Conduct workforce analysis, construct a competency model, identify gaps based on the analysis & develop/ implement a plan to close the gaps

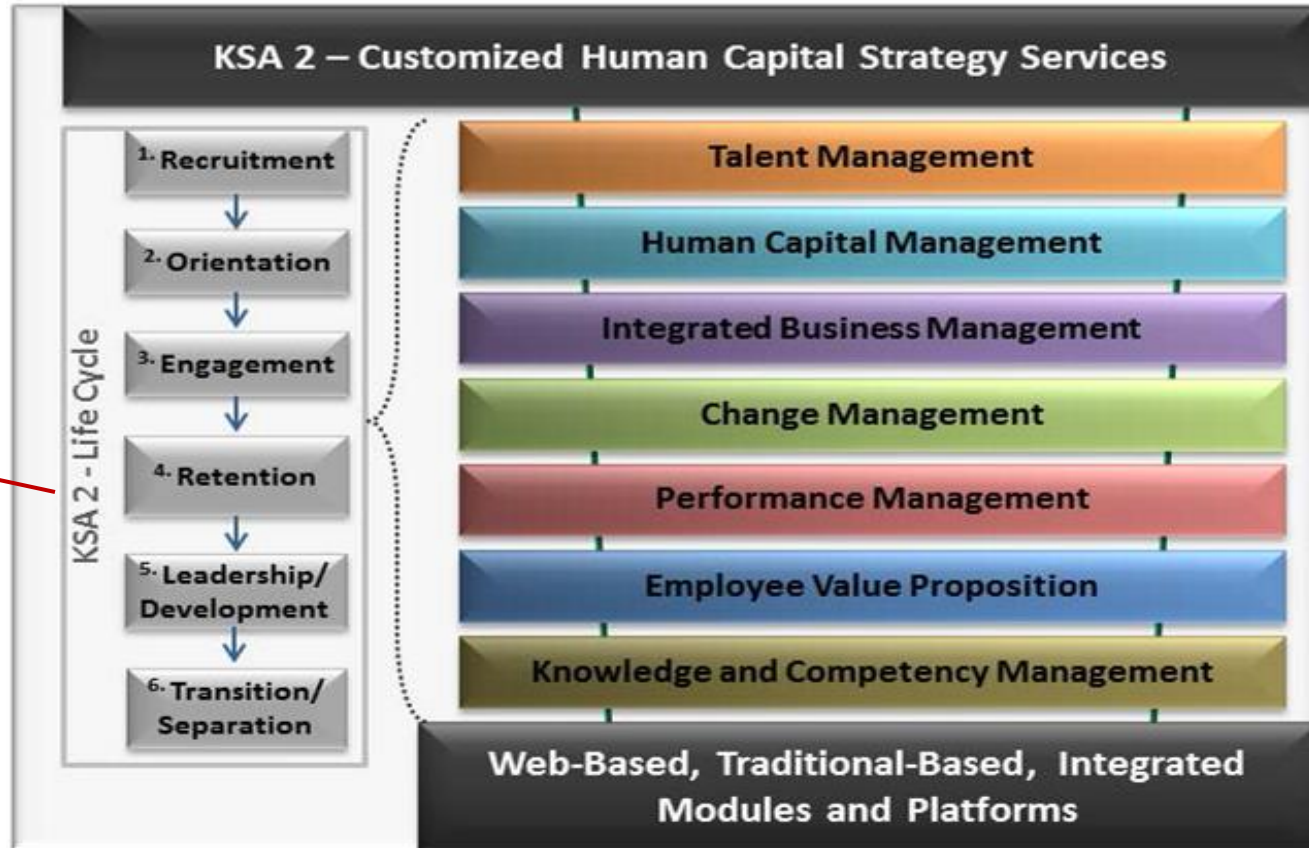
Example Requirement #2:

Create a comprehensive staffing plan based on mission & strategic goals, then create an action plan aligned with the staffing plan for each of the next five years, create a communications plan to support a staffing initiative, & evaluate the results with recommendations for improvement throughout the lifecycle of a human resources project

HCATS- SCOPE

KSA 2

Customization
Steps



HCATS- SCOPE

KSA 3

Customized Organizational Performance Improvement:

Covers changes in business processes that are inclusive of how people are organized, support tools, & management practices

Example Requirement #1:

Organizational transformations, Change management plan

Example Requirement #2:

Redesign of administration process, Recommendations for IT systems support, Support a new transition process with: curriculum development, learning aides, learning events, & evaluate the implementation & assess cost efficiency of a new process.

HCATS- SCOPE

KSA 3

Customization
Steps





HCATS- SCOPE (TMA-SCOPE EXAMPLES)

Department of Homeland Security

Discover & implement Cybersecurity protocols via National Cybersecurity Awareness; Cybersecurity Education; Federal Cybersecurity Workforce Structure & Professional Development

Department of Veterans Affairs

Establish a sustainable Workforce Transformation & Development effort.
Apply best practices, sound management & workforce tools for sustainable excellence.
VA Learning University & VA HR Academy were created.

Centers for Disease Control

Division of Global Health Protection – \$1.2B,
Managed its explosive growth in global health programs including **containment of Ebola crisis & implementing Global Health Security Agenda**

Joint Improvised-threat Defeat Agency

Defeats Improvised Explosive Devices (IEDs) **to save lives of American & coalition forces/ civilians.** Provides critical training & support services so that JIDA assesses effectiveness of its C-IED initiatives



HCATS- SCOPE

Remember at TO level:

- Scope can span one KSA or two KSAs or all three KSAs for total solution
- Labor categories can be added (HCaTS's Labor categories are just a suggestion!)
- Ancillary Support can be added:
 - Services: Specialize Labor & SCA Labor
 - Products: Other Direct Costs (Material, Equipment, Travel, etc.)

P.S:

- Ancillary service can not be the **preponderance** of work
- If SCA Labor added to TO, SCA Clauses & Wage Determination must be included



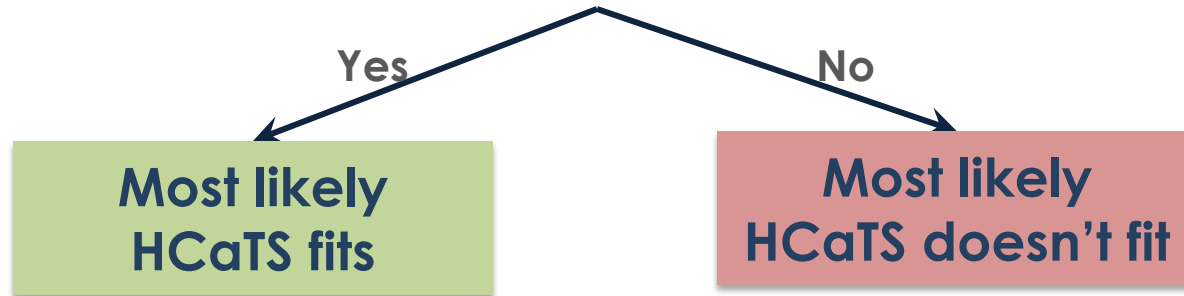


HCATS- SCOPE

If you're still not sure if HCaTS is right for you?

ASK us for complimentary scope review anytime!

Generally, the end-result of your requirement is something “Customized” and “Human Capital or Training” related?





Out of Scope- Remember, what's NOT allowed on HCaTS:

- Inherently Governmental Functions (*FAR Part [7.5](#) & [OFPP Letter 11-01](#)*)
- Personal Services (*FAR Part [37.104\(a\)](#)*)
- Requirement that primarily uses employees not employed in a bona fide executive, administrative, or professional capacity as defined in [29 CFR Part 541](#) and/or employed as laborers or mechanics as defined in FAR Section [22.401](#)
- Requirements where the primary purpose is development of IT as defined by FAR Section [2.101](#) & HCaTS Contracts Sections C.3.3
- Requirements where the primary purpose is Temporary Services as defined by FAR Section [37.112](#) & HCaTS Contracts Sections C.3.4
- Construction Services & Architect & Engineering Services (Brooks Act & FAR Part [36](#))



DELEGATED PROCUREMENT AUTHORITY (DPA)

Authority granted to Ordering Contracting Officers (OCOs) by HCaTS CO

- The use of your DPA is limited to contracting actions directly supporting your agency by issuing TOs under HCaTS/HCaTS SB contracts
- HR Shared Services Provider designated by Unified Shared Services Management (USSM) office in GSA Office of Governmentwide Policy (OGP) or previously by the OPM HRLOB, may qualify to perform assisted acquisition services (AAS) for other agencies.
- If you determine that your agency could benefit from AAS under the HCaTS contracts, OPM/GSA partnership provides these services.

More information at: www.gsa.gov/hcats



DELEGATED PROCUREMENT AUTHORITY (DPA)

- Only OCOs with HCaTS DPA can award, administer or modify Task Orders (TO)
- DPAs are issued to individual COs, not Agencies
- DPAs can NOT be re-delegated or transferred
- HCaTS-TO shall only be reassigned to OCOs with HCaTS DPA
- OCOs must complete HCaTS DPA-Training (this training!)
- Agencies should plan for personnel turnover and have an adequated number of OCOs to receive DPA





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OCO'S RESPONSIBILITIES

Comply with:

- HCaTS Contracts terms & conditions
- HCaTS Ordering Guide
- FAR & Applicable agency statutes & policies
- Responsibilities defined in your HCaTS' DPA Certificate

Email HCaTS-CO:

- Task Order Solicitation
- FPDS-NG Report at the time of Award
- Cancellation Notices of TO Solicitations
- Poor Past Performance Reports





OCO's RESPONSIBILITIES – (in HCaTS Contracts)

Section G.2.4

Comply with OCO duties

Section G.3.4

Submit PPIRS Report via CPARS (other reports are acceptable if your agency doesn't use CPARS)

Section G.4

Closeout TOs per *FAR Parts* [4](#) & [42](#), and other agency regulatory supplements

Section H.4

Follow ordering procedure

Section H.4.2

Determine a predominant NAICS Code

Section H.5

Assign PSC Code

HCATS CO's RESPONSIBILITIES

- Monitor contractors performance against HCaTS master contract
- Modify HCaTS master contracts
- Make in-scope determinations
- Provide advice & guidance to requiring activities & OCOs
- Conduct meetings with HCaTS/HCaTS SB Prime Contractors as necessary
- Ensure compliance with *FAR* [52.219-14](#): Limitations on Subcontracting Options
- Conduct Off-Ramping & On-Ramping, if necessary



OPM'S RESPONSIBILITIES

- Delegated through MOU to OPM:
 - Provide optional scope reviews & guidance on human capital policy to assist with developing requirements
 - Make scope recommendations to HCaTS-CO
- In preparing your requirement, OPM consultants provide guidance on:
 - Scope compliance of requirements
 - Alignment with HCM practices & policies
 - Effectiveness of solutions





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HCATS TASK ORDER PROCESS

1. Acquisition Planning
2. Define Requirement
3. Issue Solicitation
4. Evaluate Proposals
5. Award the Task Order
6. Administer the TO
7. Close-out the TO





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1. ACQ PLANNING

- Comply with Acquisition Planning procedures (FAR Part [7](#))
- Market Research: RFI & HCaTS Resources
- Choose the right contract vehicle

**HCaTS or HCaTS
SB?**

Pool 1 or Pool 2?



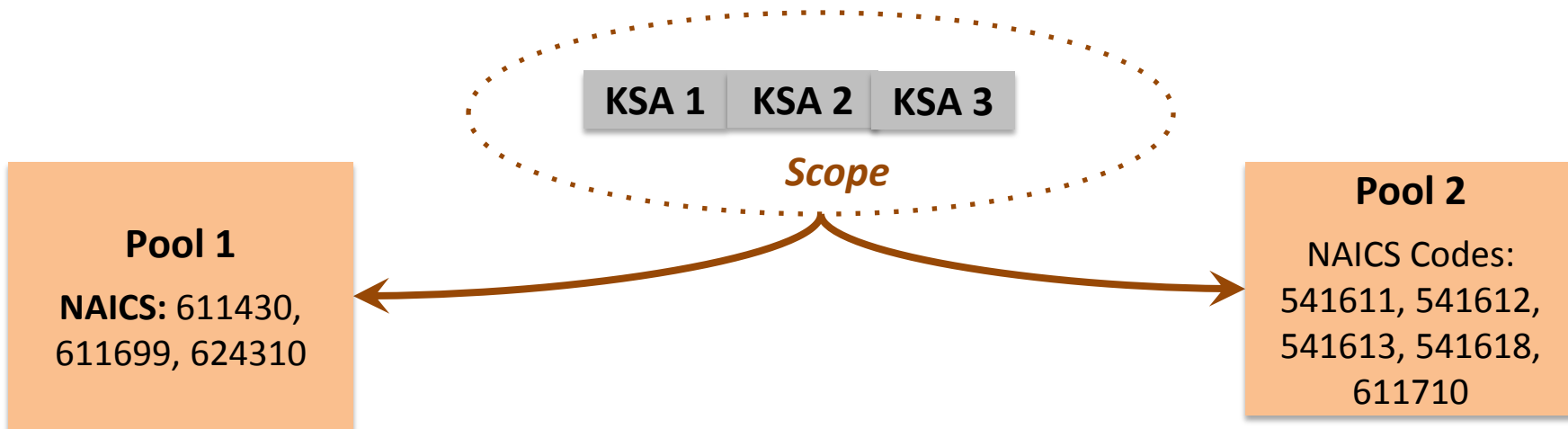
Factors to Consider:

- Set-aside?
- Contract Type?
- NAICS Code?
- Security Clearance?
- RFI Result
- The requirement
- Funding Limitations



NAICS CODE DETERMINATION

- The Pools are solely defined by NAICS Codes
- OCO determines the Predominant NAICS Code:
 - *Factors to consider: Time, money, resources, don't factor ancillary work
- All Pool Contractors can respond to a requirement in all KSAs
 - *There is **NO** mapping between KSAs & NAICS Codes



2. DEFINE THE REQUIREMENTS

- Market Research to Develop your requirement
 - RFI, HCaTS Resources, Guidance on scope & compliance with policies
- Evaluation Factors, Streamlined iaw FAR [16.505](#) (FAR Part 8 does not apply)
- Developing the Solicitation
 - Follow agency policy consistent with FAR [16.505](#)



2. DEFINE THE REQUIREMENTS

Items to include TO Solicitation:

- Pool Number
- Predominant NAICS Code
- SOW/PWS/SOO
- Type of service (commercial/non-commercial)
- CLIN structure
- Evaluation factors
- Source selection procedure
- Contract type(s)
- Period of performance
- Place of performance
- Proposal due date
- Proposal instructions
- Other pertinent information (for example: agency specific clauses)



3. ISSUE TO SOLICITATION

Three ways to issue TO Solicitation:

1- Post on GSA's e-Buy (<http://www.ebuy.gsa.gov>) *Preferred
Method

2- Send via email to Pool Contractors



3- For sole source or direct award, email the selected Contractor


➤ Send TO solicitation to HCaTS-CO

➤ HCaTS- CO sends you the list of Contractors in Dormant Status, if applicable

➤ If cancelling, notify all the Pool Contractors & HCaTS-CO



4. EVALUATION PROCESS

- Follow stated methodology on the TO solicitation
- Pricing:
 - Analyze & document cost/price evaluation, fair & reasonable determination regardless of contract type
 - Pricing is primarily based on Competition (FAR [15.402](#))
 -  Again! OCOs can request Contractor's LCAT pricing from HCaTS-CO only for Sole Source T&M/L-H task orders/CLINs

5. AWARD THE TASK ORDER

- Document award IAW regulation & agency policies
- FAR [16.505\(b\)\(2\)\(ii\)\(D\)](#): post a public notice within 14 days after making award or 30 days with exception (Sole source)
- TO solicitations under the proper NAICS Code & corresponding HCaTS Contract#
- Protests
 - Prohibited by FAR [16.505 \(a\)\(10\)](#) with the following exceptions:
 - Increase in scope, POP, or max value of the contract
 - TOs valued in excess of \$10 million (GAO has authority) are handled by the soliciting agency
- Reporting on FPDS-NG
 - Send a copy of FPDS-NG report to HCATS-CO at the time of award

6. ADMINISTER THE TASK ORDER

Quality Assurance & Performance Evaluation:

- Performance , Communicate with Contractor
- May delegate specific administrative/ technical requirements to COR (IAW FAR [1.602-2\(d\)](#))
- At minimum, evaluate the final performance in CPARS or an alternative system IAW FAR [42.15](#) & agency policies
- Send to Contractor (min of 30 days to respond)
- Send poor performance reports to HCaTS-CO

Reporting Requirements:

- Report all modifications in FPDS-NG
- Contractors submit their reporting requirements in CPRM

7. TO COMPLETION & CLOSE-OUT

Task Order Closeout:

- IAW FAR [4.804-1](#) & agency regulatory supplements
- If administered by another office, FAR [4.804-2](#)
- Quick closeout procedures, FAR [42.708](#)
 - *Issue a bilateral modification for TO close out once agreement for quick-closeout is reached
- Cost reimbursement/ Time & Material TO, FAR [42.708](#)
 - *Negotiate settlement of indirect costs



HCATS – TASK ORDER - NOTES

- Ordering Procedure:
 - FAR [16.505](#) & FAR [16.3](#) and FAR [30](#) & [31](#) (cost type TO, unless excepted)
- Fair Opportunity:
 - FAR [16.505\(b\)\(1\)](#) prescribed per TO dollar value
 - For exceptions, obtain applicable J&A approvals-FAR [16.505\(b\)\(2\)](#)
- Clauses and Provisions:
 - All applicable & required provisions/clauses in FAR [52.301](#) flow down
- SCA:
 - HCaTS Contracts do not include any SCA provisions/clauses
 - HCaTS LCATs are exempt from SCA
 - SCA labors may be added as ancillary
 - Identify work in TO solicitation & resulting TO



HCATS – TASK ORDER - NOTES

- Rights in Data:
 - FAR [52.227-14](#) Rights in Data—General or FAR [52.227-17](#) Rights in Data—Special Works
- Contract Access Fee (CAF):
 - CAF of 2%
 - CAF is a separate & distinct CLIN
- Duration:
 - FAR [16.505 \(c\)](#)
 - Solicited & awarded prior to expiration of HCaTS Contracts' ordering periods & extend up to 5-years and 6-months after
- Min & Max Order Limitations:
 - - Minimum order limitation- micro-purchase threshold FAR [2.101](#)
 - Maximum dollar amount - \$3.45B for Pool 1 & \$2.3B for Pool 2



HCATS RESOURCE DIRECTORY

HCaTS Website: www.gsa.gov/hcats

- HCaTS Contracts
- HCaTS Contractors List
- HCaTS Ordering Guide
- Complementary Scope Review (HCaTS CO)
- Recommendations to strengthen your requirement based on OPM's Human Capital Framework
- HCaTS Assisted Acquisition Services (AAS)

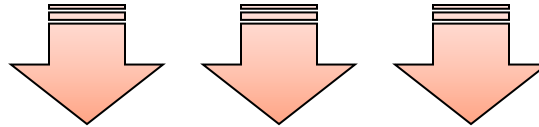


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Questions?



HCaTS Program Website: gsa.gov/hcats

HCaTS Program COs Contact Information:

HCaTS SB CO: sbhcats@gsa.gov

HCaTS CO: hcats@gsa.gov